

Facility Clearance (FCL) Request

Date of Request: _____

Defense Security Service
ATTN: Facility Clearance Branch
27130 Telegraph Road
Quantico, VA 22134
Scan and Email: occ.facilities@dss.mil

Please be advised, a company must have a valid procurement need to access classified information at the time of FCL sponsorship in order for DSS to accept this request. If the sponsored company is in the pre-award stage, access to classified information must be required in the pre-award stage in order for DSS to accept this request. Also, the access to classified information is required in the performance of the contract and not solely based on a need to access an area or building

Additionally, if the company being sponsored is performing on a service contract, please review the following link for DSS guidance on Facility Clearance (FCLs) for service contracts, Industry Security Letter (ISL) 2006-02 #8, prior to submission.

Link: http://www.dss.mil/documents/pressroom/isl_2006_L_2_august_22_2006.pdf

Please process the following facility for a Facility Clearance (FCL):

Legal Name of Facility: _____

CAGE Code: _____

CAGE Website: www.sam.gov (For detailed information on obtaining a CAGE Code)

Physical Address (no P.O. Boxes): _____

City: _____

State and Zip Code: _____

Sponsored Company Website: _____

Is the Facility located on a Government Installation? Yes No

Does the Facility hold a Facility Clearance with another government agency? Yes No

If yes, please specify which government agency and level of facility clearance:

Level of Clearance Required: _____

Is Safeguarding Required? If so, what level?

Point of Contact (POC) at the Sponsored Facility: _____

(Someone knowledgeable of Request)

POC Telephone: _____

E-mail: _____

This request is based on a bona fide procurement requirement to access classified information. Contract number is: _____

(Include copy of DD Form 254 issued from sponsor to sponsoree.)

Is this request based on a sub-contract? Yes? No?

If this is a sub-contract and you are requesting to share all or any of the following information: CNWDI, Intelligence Information, COMSEC or NATO information, per the NISPOM, you will need to obtain Government Contracting Activity (GCA) concurrence to share this information with the sponsored company and provide this concurrence to DSS as part of your sponsorship request. If concurrence is not provided, the request will be rejected.

IF THIS REQUEST IS A SUB-CONTRACT, PLEASE PROVIDE GOVERNMENT CONTRACTING ACTIVITY (GCA) INFORMATION:

GCA POC Name: _____

GCA POC Email: _____

GCA POC Phone: _____

Requestor CAGE Code (If you are a cleared contractor): _____

Requestor POC Name: _____

Requestor POC Email: _____

Requestor POC Phone: _____

Requestor Signature _____

Title: _____

*****All items are required in order to begin the FCL process. Please call 571-305-6619 or email occ.facilities@dss.mil, should you wish to discuss prior to submitting*****